

705-9201-039

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12/23/91

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION V

DATE: DEC 23 1991

SUBJECT: TECHNICAL ASSISTANCE TEAM

FROM: *John Kjellmark*  
Mark Horwitz, Chief  
OCEPP

TO: Duane Heaton, TAT Contract Manager  
EERB

Five Chemical Safety Audits (CSA) are scheduled by the OCEPP during FY '92.

<u>FACILITY</u>	<u>STATE</u>	<u>COUNTY</u>	<u>DATES</u>	<u>TARGET CHEMICAL(S)</u>
1) Atochem	Michigan	Wayne	March 2-4, 1992	Ethylene Oxide
2) BASF	Michigan	Wayne	April 20-23, 1992	Propylene Oxide
3) General Elec.	Ohio	Franklin	June 1-3, 1992	Hydrogen Flouride
4) Red Spot	Michigan	Wayne	July 6-8, 1992	*
5) Witco	Illinois	Cook	Sept. 21-22, 1992	Ethylene Oxide

\* Methyl Ethyl Ketone  
Methyl Isobutyl Ketone  
Toluene  
Xylene

TAT support allocated to the OCEPP will play an integral role in workload management. We envision four primary levels of effort for them.

- I Compile and thoroughly document Target Facility Baseline Information for audits 1 through 5 (inclusive) for use by the CSA team no less than two full work weeks prior to each of the six respective audits. Having this preliminary essential information beforehand will streamline the audit process, free team members up for the tasks of analysis and report preparation, and allow a bit more time for fine tuning the final report. In gathering the information detailed below, the TAT member should not contact the Facility without prior written approval of the CSA Team Leader.

We ask that format used in compiling and word processing the text be the same as identified below:

4.0 FACILITY BACKGROUND INFORMATION

..., i.e., a detailed description of Facility location and the surrounding area providing information on the potential risk Facility activities may pose to the surrounding community and the environment in the event of an accidental chemical release.

US EPA RECORDS CENTER REGION 5



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#### 4.1 SITE AND SURROUNDING AREA DESCRIPTION

##### 4.1.1 Facility Profile

- Facility principal activities, history (i.e., date built, activities, modifications/improvements, releases, etc.), size, layout, ancillary operations (e.g. powerhouse, warehouse, distribution center, waste treatment, truck tanker and railroad car access areas, etc.).
- Reference maps of the Facility in appendix and simple maps as part of text (the above information to be developed/obtained during audit).
- Aerial imagery (if available) together with wide angle and zoom lens photographs (black and white glossies) of the Facility and surrounding property.

##### 4.1.2 Site Topography and Meteorological Conditions

- Physical Facility features (e.g., roofed areas, open process areas, undeveloped areas).
- Natural disaster potential (i.e. earthquake, floods, etc.)
- Geology
- Climate and Weather
- Topographic location (latitude/longitude), location (municipality/township).
- Other significant Geographic and Topographical features not included above (e.g. terrain, water bodies, aquifers, outcroppings, fault lines, etc.).

##### 4.1.3 Site Access

- Transportation routes including rail and waterways.
- Land use (five mile radius) north, south, east, and west of the Facility.

##### 4.1.4 Special/Sensitive Populations and Environments

- Hospitals, schools, nursing homes, shopping centers, entertainment districts, etc.. (Five mile radius)
- Wetlands. (Five mile radius)

- NPL Sites (is the Facility on the list or located near one)? (Five mile radius)
- Endangered species/unique ecosystems. (Five mile radius)
- % population under age 5 and over age 55. (Five mile radius)
- Histograms of populations within a one-half mile radius, one-mile radius and five-mile radius of the Facility.

#### 4.1.5 Regional Demographics

- Economy, socioeconomic groups, industrial, commercial and residential growth patterns within a one-half mile radius, one-mile radius and five mile radius of the Facility.

#### 4.1.6 Identification of Vulnerable Zones

- Narrative and graphical Toxic Release Inventory (TRI) summaries for the target chemical(s) within the respective Facility's county (e.g., total releases and media specific).

II Provide two TAT members to assist on each CSA. One would be a Technical Reviewer, a Chemical Engineer, and the other a Verifier. Technical Reviewers are responsible for the collection and verification of technical chemical process safety information. Verifiers review non-technical information for reasonableness, completeness, and accuracy and perform other tasks assigned by the Team Leader. Verification (quality assurance) ensures that every item of information requested of the Facility before and during the audit has actually been provided and logged in. We ask, therefore, that the TAT person assigned to compile and document Target Facility Baseline Information be the same person to serve as Verifier.

III Provide one TAT member to participate at preliminary CSA meetings. We request that this individual be the TAT assigned as verifier for the audit in question. Depending on location, meetings typically last no more than two hours and are one day trips away from the U.S. EPA - Region V Chicago office. Due to the timeline due dates, an additional TAT member may be required to meet these deadlines. (See attached)

IV. Provide word processing support to complete draft report to EPA on 5-1/4" DD, DS, disc in Wordperfect 5.1 format, and prepare Final Report incorporating revisions of Draft Report in above disk and format specifications.

Please prepare the necessary paperwork to access TAT support as described above. John Kjellstrand, Audit Program Manager, of my staff is available to assist you as needed at (312) 886-5925. Your cooperation in this OCEPP initiative is sincerely appreciated.

Attachment

cc: Bob Bowden (HSE-5J)

# REGION V

## CHEMICAL SAFETY AUDITS

FACILITY	ST	P	INTRO	PRE SITE	TEAM	AUDIT	DRAFT	CBI	FINAL
	A		LETTER	VISIT	MEETING		REPORT	REVIEW	REPORT
ATOCHEM NORTH AMERICAN	MI	P	2/3/92	2/18/92	2/24/92	3/2/92	3/23/92	4/14/92	4/27/92
	A								
BASF CORP.	MI	P	3/23/92	4/6/92	4/13/92	4/20/92	5/11/92	5/26/92	6/8/92
	A								
G. E. ABRASIVES	OH	P	5/4/92	5/18/92	5/26/92	6/1/92	6/22/92	7/14/92	7/21/92
	A								
RED SPOT PAINT & VARNISH	MI	P	6/8/92	6/22/92	6/29/92	7/6/92	7/27/92	8/17/92	8/24/92
	A								
WITCO CORP	IL	P	8/24/92	9/8/92	9/14/92	9/21/92	10/13/92	11/2/92	11/9/92
	A								

P=PLANNED  
A=ACTUAL